



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2009
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #2**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: January 16, 2009

**SUBJECT: Fiscal Year (FY) 2009 Child and Adult Care Food Program
(CACFP) Trainings**

This year, the Michigan Department of Education (MDE) will offer two different workshops – CACFP Record Keeping Training and a separate training for new staff called New Staff CACFP Record Keeping Training. These trainings will be offered at various times and locations throughout the state.

There are eight (8) regular CACFP Record Keeping Trainings scheduled for the remainder of this fiscal year. The morning sessions will focus on record keeping requirements for independent centers and sponsors of facilities and centers. Afternoon sessions will feature concurrent breakout sessions on infant menus, afterschool at-risk program information, sponsoring organization responsibilities, and menu planning.

There are three (3) New Staff CACFP Record Keeping Trainings. These trainings will involve an in-depth discussion of topics such as claims for reimbursement, menus, and other record keeping requirements. There are no concurrent sessions during this all day training. This training is intended for staff of new institutions, as well as new staff at participating institutions. In some cases, MDE will recommend that personnel who are responsible for ensuring program compliance attend this session as part of corrective action from an administrative review.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

Attached is a listing of the available training sessions. Sessions will begin promptly at 9:00 a.m. and will end at 2:30 p.m. Lunch and/or snacks will not be provided.

Registration for these trainings is available on-line. To register for a session, go to www.michigan.gov/cacfp. Scroll down to Training and select Register For Workshops. Follow these instructions:

- click on "Register For A Workshop;"
- click on "I'm Registering From An Organization;"
- from the drop-down box, select either "CACFP Record Keeping Training" or "CACFP New Staff Record Keeping Training" and click Next;
- type the name of your institution and your agreement number in box entitled Organization Name and click Next;
- enter First Name, Last Name, Title, Email Address, and Phone Number;
- choose a date;
- leave the Dietary Needs box blank as there will be no food or drinks provided;
- list any special accommodations in the Other Needs box;
- click Submit Registration;
- review Registration Information. If information is correct, click Confirm. If incorrect, click Change and correct information;
- registration is now complete. Print this page for your records;
- to register another person, click Complete Another Registration at the bottom left of the page; or
- if finished, click the red X in the upper right hand corner to exit the registration site.

Registration is required, as seating is limited. There is no charge to attend a CACFP training session. Certificates will be available upon completion of the training which can be used toward the annual training required by the Department of Human Services. For driving directions, use www.randmcnally.com.

Call our office at (517) 373-7391 if you have any questions.

Attachment: CACFP Training Schedule

Michigan Department of Education
Grants Coordination and School Support
Child and Adult Care Food Program

CACFP Record Keeping Trainings

"A refresher training for more experienced staff."

February 3, 2009

Washtenaw ISD
Room: Vogel A
1819 S. Wagner
Ann Arbor, Michigan 48106

February 23, 2009

Kent ISD
Room: Grand Room
2930 Knapp St. NE
Grand Rapids, Michigan 49525

April 7, 2009

Kalamazoo RESA
Wellness
Room: B/C/D
1819 E. Milham
Kalamazoo, Michigan 49002

April 15, 2009

Detroit Department of Health &

Herman Kiefer Health Complex
Room: Chapel 7th Floor
1151 Taylor
Detroit, Michigan 48202

August 6, 2009

Wayne RESA – Education Center
Room: A/B/C
33500 Van Born
Wayne, Michigan 48184

August 18, 2009

Marquette Alger RESA
Room: A/B
321 E. Ohio
Marquette, Michigan 49855

October 6, 2009

Traverse Bay ISD
Room: A/B Conference Center
1101 Red Drive
Traverse City, Michigan 49696

October 20, 2009

Oakland Schools
Room: Conference Room A/B
2111 Pontiac Lake Rd
Waterford, Michigan 48328

Agenda

9:00 - 12:00 Record Keeping Requirements

12:00 - 1:00 Lunch is on your own

Breakout Sessions

1:00 - 1:45 Planning Menus
Sponsoring Organization Responsibilities

1:45 - 2:30 Record Keeping for Afterschool Programs in At-Risk Areas
Infant Menus

Michigan Department of Education
Grants Coordination and School Support
Child and Adult Care Food Program

New Staff CACFP Record Keeping Trainings

"An in depth training for staff with little or no CACFP experience."

February 18, 2009

Detroit Department of Health & Wellness
Herman Kiefer Health Complex
Room: Chapel 7th Floor
1151 Taylor
48813
Detroit, Michigan 48202

June 3, 2009

Eaton ISD
Room: C/D
1790 E. Packard
Charlotte, Michigan

September 23, 2009

Detroit Department of Health & Wellness
Herman Kiefer Health Complex
Room: Chapel 7th Floor
1151 Taylor
Detroit, Michigan 48202

Agenda

9:00 - 12:00 Record Keeping Requirements

12:00 - 1:00 Lunch is on your own

1:00 - 2:30 Record Keeping Requirements Continued